

# Grants-in-Aid

D.C. Commission on the Arts & Humanities



## APPLICATION GUIDELINES FOR ORGANIZATIONS FY 2004

D.C. Commission on the  
Arts and Humanities  
410 Eighth Street, NW,  
Fifth Floor  
Washington, DC 20004  
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(202) 727-3148 TDD  
<http://dcarts.dc.gov>

Anthony Gittens,  
Executive Director



Government of the  
District of Columbia  
Anthony A. Williams, Mayor

### ✓ **Deadline**

**Thursday, May 22, 2003** at 7:00 PM

All applications must be received at the Commission office by this time.

### ✓ **Grants-In-Aid to Organizations Program Workshops**

Assistance in preparing applications is available through workshops held on:

- **Thursday, May 8, 2003**

Luke C. Moore Academy High School, 5:00-6:30 PM  
1001 Monroe Street, NE, Washington, D.C.

- **Wednesday, May 14, 2003**

DC Commission on the Arts and Humanities, 5:00-6:30 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.

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### **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

### **About the Grants-in-Aid Program**

The Grants-in-Aid Program for Organizations offers general operating support to arts organizations in the following areas: crafts, dance, interdisciplinary/performance art, literature, media, multidisciplinary, music, theater, and visual arts. The Grants-in-Aid Program offers arts organizations general operating support and financial assistance to help meet costs related to regular programming activities and administration. The matching fund requirements are designed to enhance an organization's development by leveraging additional support from other sources.

### **Number of Grants**

The total number of grants an applicant may receive in the competitive funding categories of Grants-in-Aid, City Arts Projects and Arts Education Projects is limited to a total of TWO grants for FY2004. An applicant may receive grants in any combination among these grant programs.

### **Accessibility Services**



Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

### **Proveemos asistencia en ESPAÑOL con previo aviso.**

*Photo: Leaving Pusan, a performance from the 10<sup>th</sup> Anniversary Celebration of Moving Forward Dance Company.*

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.



## Eligibility

Grants-in-Aid funding is available to arts organizations whose primary function is exhibition, presentation or training in the arts. Organizations must have Federal (IRS) and D.C. tax exempt status (subject to DCRA verification) for one year prior to the application deadline and must have their principal place of business in the District of Columbia. Commission funds under this program may not be used for tuition or to fund colleges, universities, service organizations, D.C. Public Schools or government agencies. All applicants and/or grantees are subject to evaluation by the Commission as part of the grants review process. Note: Organizations that are eligible to receive funds from the National Capital Arts and Cultural Affairs Program in FY 2003 are not eligible for FY 2004 Grants-in-Aid program funding. **Incomplete applications will not be sent to panel for review.**

## Grant Amounts/Notification

Organizations may request grants from \$3,000 to \$15,000. These funds must be matched dollar for dollar, e.g., an organization requesting \$15,000 must document \$30,000 in expenses. In-kind services may not be used to satisfy the matching requirement. All applicants will be notified of grant decisions in writing after October 17, 2004. All grants are contingent upon the availability of funds.

## Grant Period

Grants awarded for FY 2004 must be spent between October 1, 2003 and September 30, 2004. A Final Report will be due by October 10, 2003. All former grantees are required to have submitted any outstanding Final Reports to be considered for funding.

## Evaluation Criteria

The following areas will be used to evaluate the application submissions, artistic work samples and other support materials: Artistic Merit, Community Impact and Financial/Managerial Capability. Further details on the evaluation criteria can be found on page 17 of the FY2004 Guide to Grants Booklet.

## Specific Submission requirements by discipline

To demonstrate artistic merit, applicants are required to submit work samples no more than two years old. Work samples must be labeled with applicant/artist name, title, and date of work. A self-addressed, stamped envelope must be provided for the return of work samples. For audio/video tapes, no more than 10 minutes will be reviewed.

- VISUAL ARTS AND CRAFTS: Up to 20 slides of work from at least two exhibitions and 13 copies of a slide identification sheet.
- DANCE: Up to two video tapes of works.
- LITERATURE: Up to three representative samples.
- MEDIA: Up to two audio/video tapes with one or more completed works or works in progress, plus 13 copies of a one-page script treatment.
- MULTIDISCIPLINARY: One copy each of two or more types of work demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to those required of each discipline.
- MUSIC: No more than two different audio/video tapes of work.
- THEATER: 13 copies of up to four programs or playbills.

## Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.



## GRANTS-IN-AID

**APPLICATION DEADLINE:**  
**Thursday, May 22, 2003 at 7:00 PM**

**SUBMIT:** ONE ORIGINAL PACKET (the signed application form and its attachments) and **13 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. Please type.

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater  
☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Organization's Legal Name \_\_\_\_\_

Address (P.O. Box not Accepted) \_\_\_\_\_

WDC, Zip Code \_\_\_\_\_ Ward # \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

DC Tax Exempt # \_\_\_\_\_ Federal ID # \_\_\_\_\_

Date Founded \_\_\_\_\_ Date Incorporated \_\_\_\_\_ 2002 Income \_\_\_\_\_ 2002 Expenses \_\_\_\_\_

Number of artists participating in 2002? \_\_\_\_\_

Number of individuals benefiting (including audience) in 2002? \_\_\_\_\_

How were the figures of audience served determined? \_\_\_\_\_

Indicate work sample submitted (i.e.: 10 slides, 1 videotape, etc.) \_\_\_\_\_

### PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in the exact order listed below. Use 8 1/2" X 11" sheets.

- ☐ Narrative of up to two pages including: a) Mission statement for your organization. b) Brief history and description of current programs and activities. c) Examples of the organization's service to the community. Describe how your organization serves the broad population of the District, includes culturally diverse elements and indicate marketing strategies used to involve the broader community or new audiences. d) Indicate percentage of audience and/or participants that are DC residents.
- ☐ Describe organization's accessibility services and how programs are made accessible for participants with disabilities. Refer to page 9 of the Guide to Grants for more information. Use up to one page.
- ☐ FY '02 grantees should briefly list the accomplishments for the grant period. FY'03 grantees should also give a brief update on their current projects. Use up to one page. Provide supporting documentation as appropriate.
- ☐ Calendar of 2003 and 2004 activities. Up to one page.
- ☐ Annual Budgets for the years 2002-2005. Use the form on page 4.
- ☐ Annual Budgets Narrative explaining line items in the annual budgets, such as significant increases, decreases, deficits, etc. Up to one page.
- ☐ 2002 financial statement signed by your organization's accountant or fiscal officer. If the 2002 statement is not available, submit the 2001 statement.
- ☐ Professional resumés of artistic director and executive/managing director.
- ☐ List of current board members and their occupations.
- ☐ Current reviews and/or promotional material. Include no more than six items.
- ☐ Up to one page description of the work sample submitted (slide identification sheet, treatment, synopsis, etc).

### ALSO PROVIDE ONE COPY OF THE FOLLOWING, ATTACHED TO THE TOP ORIGINAL PACKET

- ☐ The applicant organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.
- ☐ Work sample, as defined on page 2. A self-addressed and stamped envelope for return of work sample.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

Signature of Executive or Managing Director \_\_\_\_\_ Date \_\_\_\_\_

## ANNUAL BUDGETS OVERVIEW

EXPENSE PROJECTION	PAST YEAR 2002	CURRENT YEAR 2003	GRANT YEAR 2004	PROJECTION 2005
PERSONNEL				
Administrative	_____	_____	_____	_____
Artistic	_____	_____	_____	_____
Technical Production	_____	_____	_____	_____
OUTSIDE FEES AND SERVICES				
Artistic	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Space Rental	_____	_____	_____	_____
TRAVEL	_____	_____	_____	_____
MARKETING	_____	_____	_____	_____
OPERATING EXPENSES				
Equipment	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
CAPITAL EXPENDITURES				
Acquisitions (e.g., art)	_____	_____	_____	_____
Other (e.g., property)	_____	_____	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____	_____	_____

INCOME PROJECTION	PAST YEAR 2002	CURRENT YEAR 2003	GRANT YEAR 2004	PROJECTION 2005
REVENUE				
Admissions	_____	_____	_____	_____
Contracted Services	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
PRIVATE SUPPORT				
Corporate	_____	_____	_____	_____
Foundation	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
GOVERNMENT SUPPORT				
Federal	_____	_____	_____	_____
Regional	_____	_____	_____	_____
Local	_____	_____	_____*	_____
APPLICANT CASH	_____	_____	_____	_____
GRANT AMOUNT REQUESTED			_____	
<b>TOTAL INCOME</b>	_____	_____	_____	_____

(\*) Anticipated proceeds from this application should be included under Grant Amount Requested and not in this space

Note: Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.